

**FAIRFAX COUNTY PLANNING COMMISSION
LAND USE PROCESS COMMITTEE
WEDNESDAY, MAY 18, 2016**

PRESENT: Peter F. Murphy, Springfield District, Chairman
James R. Hart, Commissioner At-Large
Janyce N. Hedetniemi, Commissioner At-Large
Timothy J. Sargeant, Commissioner At-Large
Ellen J. Hurley, Braddock District
Kenneth A. Lawrence, Providence District

ABSENT: Earl L. Flanagan, Mount Vernon District

OTHERS: John Ulfelder, Dranesville District
Frank A. de la Fe, Hunter Mill District
James T. Migliaccio, Lee District
Julie M. Strandlie, Mason District
Karen A. Keys-Gamarra, Sully District
John W. Cooper, Clerk, Planning Commission
Inna Kangaroo, Senior Deputy Clerk, Planning Commission
Barbara Berlin, Zoning Evaluation Division (ZED), Department of Planning and
Zoning (DPZ)
Marianne Gardner, PD, DPZ
Aaron Klibaner, PD, DPZ
Bernard Suchicital, PD, DPZ
Meghan Van Dam, PD, DPZ

ATTACHMENTS:

- A. Summary of Questions and Comments from Planning Commission and others on Fairfax Forward, as well as staff responses to them.
- B. Proposed Fairfax Forward schedule 2016-2020.

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Chairman Peter F. Murphy called the meeting to order at 7:02 p.m. in the Board Conference Room, 12000 Government Center Parkway, Fairfax, Virginia, 22035.

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Meghan Van Dam, Planning Division (PD), Department of Planning and Zoning (DPZ) started the discussion with questions and comments received from the Planning Commission on the Fairfax Forward process and provided an overview of the proposed Fairfax Forward schedule.

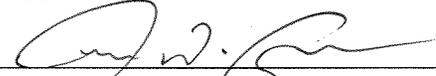
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The meeting was adjourned at 8:08 p.m.
Peter F. Murphy, Chairman

An audio recording of this meeting is available in the Planning Commission Office, 12000 Government Center Parkway, Suite 330, Fairfax, Virginia 22035.

Minutes by: Inna Kangarloo

Approved: October 26, 2016



John W. Cooper, Clerk to the
Fairfax County Planning Commission

Summary of Questions and Comments from Planning Commission and others on Fairfax Forward, as well as staff responses to them. Comments are grouped by topic area – general public outreach (page 1), 2016 work program process (page 2), general Fairfax Forward process (page 4), 2016 Process Evaluation (page 5), addressing Board-authorized amendments and planning study processes (page 6):

May 18, 2016

	Question or Comment	From	Response
	<u>General Public Outreach</u>		
1	<p>A communications management plan should be developed to explain Fairfax Forward - the Plan review process - and how community members and other stakeholders are involved in the process. What can the Office of Public Affairs offer?</p> <ul style="list-style-type: none"> - Need to include broader ways for community involvement, in addition to task forces; - Need to bring in a new generation; - Need new ways to push out information. 	J Ulfelder; J Strandlie; K Lawrence	<p>Yes. A more defined communications strategy and public outreach plan for Fairfax Forward and Plan amendments will be developed. Planning and Zoning staff has met with staff from the Office of Public Affairs and began to work on this plan. In the interim, we are incorporating standards for regular posting to Facebook about public hearings and public meetings into our milestone lists for Plan amendments. We are considering creating a Twitter account for land use planning content, but there is a high demand on staff resources needed to create and develop this media. We have been informed that regular posting of public hearing and meeting announcements would not be enough diverse content to maintain an audience well. Some limited announcements that are more real time information could be made through the county's Twitter account. Additional coordination with Supervisors' offices can be done to determine better ways to distribute information through existing district-specific channels.</p> <p>The 2016 Process Evaluation recommendations highlighted the need for additional promotion and education about comprehensive planning and the Fairfax Forward process, and to respond to the perception that Fairfax Forward is staff-driven. An additional suggestion was made to expand this idea into a multi-media kit, which could explain:</p> <ul style="list-style-type: none"> - What is comprehensive planning? - How does planning apply in Fairfax County? - What role does the Comprehensive Plan play in zoning actions? - How is the plan created and updated? - How does the community participate? <p>This kit could be similar but less dense than the Guide to the Area Plans Review process. The kit could expand upon items that were created during the development of Fairfax Forward, including the <u>flow charts</u> (pages 5-6 of the Fairfax Forward Staff Report Addendum, April 3, 2013) that explain the land use process and the Fairfax Forward submission process, the <u>Planning 101 video</u>, and the <u>Fairfax Forward website</u>, emphasizing all points where community input occurs.</p>
2	There is a need to define language better and use plain language, e.g., rename submission tool, eliminate acronyms.	K Lawrence, J Hedetneimi, J Strandlie	Yes. Staff agrees that technical language and acronyms are not helpful when trying to engage people, especially those who are not familiar with the process. These terms should be avoided and replaced with less technical language. For example, the "submission tool" for proposed amendment can be described as an online submission form for proposed amendments.
3	Can staff estimate how much time can be dedicated to education and outreach?	T Sargeant	An estimate of staff time for education and outreach can be done as part of creating a more detailed communication management plan.

	Question or Comment	From	Response
4	Staff should go back to all districts and explain process, and return early and often. Can district presentations be done on Fairfax Forward, but also differences with Rezoning, Special Exceptions, and Special Permits?	Various	Yes. Staff will work with the Supervisors' offices to determine which groups should be visited and include this as part of the communications plan as well. Staff can also work with the Supervisors' offices to create newsletter announcements and other promotional materials, such as those recommended in the 2016 Process Evaluation. Further, staff can work with the Office of Public Affairs and Channel 16 to build upon the Planning 101 video to produce other online videos that explain Fairfax Forward process and differences between Fairfax Forward and the zoning process.
5	Update Frequently Asked Questions on land use planning.	J Migliaccio	Yes. This can be done. Many of the questions posed in this document can be included.
6	How many 2013 Work Program amendments were reviewed by a Task Force?	J Ulfelder	Of the 35 amendments adopted by the Board of Supervisors since July 2013, eight amendments were reviewed with task forces. Seventeen were reviewed by standing land use committees. Four were reviewed at larger community meetings. The remaining amendments were considered editorial or countywide.
	<u>2016 Plan Amendment Work Program Process</u>		
7	How was the community included in the development of the work program?	Various	The intent of publishing the submissions online, mailing notifications to the subject property owners and the adjacent civic associations, alerting the Supervisors' offices of the submissions, and holding the Planning Commission Workshop and public hearing was to ensure that the submissions were made available for public review and opportunities for public participation were incorporated in the scheduling process. Once the work program is adopted and the more intensive review of the amendments begins, a larger community engagement process will occur (see response to Question 23). Task forces, standing land use committee, and/or community meetings are part of the land use planning process and have been used for all review of land use amendments on the 2013 work program, as explained in the response to Question 6.
8	What happens to amendments that are not recommended for the Plan amendment work program?	Public comment	Anyone can resubmit a proposal for the next work program during the next submission window.
9	Will all submissions be heard at the Planning Commission (PC) public hearing?	J Hart	Yes, all submissions will be heard at the public hearing and will be advertised for public hearing.
10	Will the staff report contain recommendations on all submissions?	P Murphy	The staff report will contain staff recommendations on all submissions, in addition to a staff recommendation on a proposed Plan Amendment work program.
11	Can the PC make a recommendation to move forward an item that staff is not recommending for the work program?	P Murphy	In the event that the PC would like to bring forward an item to the Board of Supervisors (BOS) that staff is not recommending for the work program, the PC can recommend in favor of the item to be added to the work program. This PC recommendation would be presented to the BOS, with an explanation of differences to the staff recommendation.

	Question or Comment	From	Response
12	Will the PC recommendation be clearly stated to the BOS? Will there be an explanation of any difference of opinion with staff?	J Ulfelder	Yes, the PC recommendation will be presented to the Board of Supervisors with an explanation about the difference to the staff recommendation.
13	Are there signs posted on the submissions?	J Hart	No, signs were not posted at the subject property for the submissions. Posting signs are done prior to the public hearings when proposed changes to the Plan are being considered. Since this process relates to scheduling, signs were viewed as confusing this process for the process when a Plan change is considered. This was based on the APR screening model, where no postings were done.
14	There is a need to notify land use committees.	J Hart	Yes, this can be done in coordination with the Supervisors offices. In addition other outreach methods, e.g., working with Supervisor's offices to promote through other means such as a district newsletter, can be employed.
15	How was social media used? Who else should be notified? How much time was given?	J Strandlie, K Keys- Gamarra	Notifications about the submissions were mailed to subject property owners and adjacent civic associations. The submissions were posted online and available for review by the public in paper form in the Planning and Zoning office since February 2016. Facebook was used to alert the users of the end the submission window in January 2016. A more comprehensive plan for outreach is being developed in coordination with the Office of Public Affairs.
16	Need to emphasize that this is a scheduling process, not an evaluation about merit	J Hart	Yes. This is a scheduling process. There is an immediate need to address issues that are time sensitive on 2016 work program; the difficulty is that we have to figure out how many we can do in one work program (proposed two year timeframe).
17	Would Human Services address the number of affordable beds in WP16-003?	J Strandlie	At this very early stage Department of Administration for Human Services (DHS) has not defined what will or will not be included in the scope of the human services work. With that said, DHS staff will convey to their leadership that affordable beds in assisted living facilities is a particular area that the Planning Commission expressed interest in being considered as part of the scope.
18	Explain what happens to items in the parking lot? How is this explained?	N Hurley	The parking lot is the colloquial name given to the place where submissions of proposed amendments are located while they are awaiting review to be considered for the work program. The parking lot is in located online at: http://www.fairfaxcounty.gov/dpz/fairfaxforward/pasubmissions/submissions-received.htm and in paper form at the Planning and Zoning office. When a submission is received it is numbered and published online. The Supervisors office and the Planning Commissioner are alerted of the submission once the submission is published.
19	How does one access the submissions?	J Hart	Paper copies are available at the Planning and Zoning office. Also, the submissions are available online under a "Review Proposals" webpage. The webpage is linked from the Fairfax Forward page (http://www.fairfaxcounty.gov/dpz/fairfaxforward/). An interactive map with links to the individual submission webpages illustrates the locations of the submissions, and a table is available that lists submissions by Supervisor District with links to the individual submission webpages.

	Question or Comment	From	Response
20	Would we consider a defined time period for the submission window?	J Hart	Yes. The submission window could be more defined, similar to the Area Plans Review process, for example 6-8 weeks. Staff suggests no fewer than this time period. The promotion of a defined time period may draw more attention to it and generate more excitement for the process. The ongoing submission window was designed to capture proposed amendments at any time from property owners, developers, and community members, but all submissions for the 2016 Plan amendment work program were received near the deadline.
21	If the submission process becomes the new Area Plans Review (APR), can we staff this?	J Migliaccio	The submission process is a high-level review of the submissions to prioritize and schedule amendments on the Plan amendment work program based on their conformance to broader county policies, such as the Concept for Future Development, or address an emerging or urgent need or change in circumstance. Because of this, it is estimated that there will be sufficient staff resources to complete the submission process in an efficient manner, given the appropriate amount of time. Additional time may be needed in the future to ensure that additional notification and coordination is completed with the affected Supervisor Districts.
22	Staff should encourage written comment about the submissions.	J Ulfelder	Yes, we can include this in our promotional material, presentations, and website description.
	<u>General Fairfax Forward Process Questions</u>		
23	How similar or different is Fairfax Forward and the APR process in terms on public outreach? Is the community cut out of the process?	Various	<p>There are many similarities between Fairfax Forward and the APR process in terms of outreach. For example, the Fairfax Forward submission process was based on the nomination process for APR. Both processes allowed an opportunity for the public to propose ideas for Plan amendments. Each process began with community members completing a form that detailed the proposal, which became available for public review and shared with the Supervisors' offices as soon as they were deemed complete. The Fairfax Forward form was designed to be less complicated and onerous to complete to encourage more community engagement.</p> <p>In addition, the Planning Commission workshop to screen the submissions was based on an expanded APR screening process. The workshop was intended to provide an opportunity for public comment on the need to schedule the submission on the work program. Notifications were mailed for the submissions, which were not done in the APR screening process.</p> <p>Finally, once the work program is adopted and the review of amendments begins, the review will always include opportunities for public participation. The APR process standardized the review for all nominations with task forces and public hearings. In Fairfax Forward, the larger land use studies typically involve one or more task forces or working groups to contribute to the evaluation depending on the scope of work. This was described in the land use study flow chart (page 6 of the Fairfax Forward Staff Report Addendum, April 3, 2013). Standing land use committees or larger community meetings may also be utilized (see response to Question 6 for examples).</p>

	Question or Comment	From	Response
			Outreach is supplemented by project website and online tools to disseminate and receive information. The outreach process is coordinated with the Supervisors' office to help determine stakeholders and the best channels to reach them.
24	When will a new State of the Plan be completed?	J Migliaccio	A State of the Plan review is anticipated to coincide with the years that a new work program would be adopted.
25	What are staffing levels APR vs. Fairfax Forward?	T Sargeant	Typically one to three land use planners from the Department of Planning and Zoning were assigned to each district during the North and South County cycles depending on the number and complexity of nominations (app. 6-10 planners), with oversight from management, an APR process manager, and graphics and web assistance. Staff from individual agencies, e.g., the Department of Transportation, Park Authority, etc. varied depending on the number and complexity of nominations. Fairfax Forward staffing is currently greater (app. 12-15 planners) because the process accounts for all forms of amendments: larger areawide studies, policy amendments, and site-specific authorizations that would be comparable to both out of turn amendments and APR nominations. Site-specific amendments are typically managed by an individual planner. Areawide and policy studies may involve 1-3 planners with the same oversight and assistance as APR.
	<u>2016 Process Evaluation</u>		
26	Can staff provide a list of meetings where surveys distributed?	J Strandlie	Yes. The survey was distributed at the following meetings: Dulles Suburban Center and Countywide Transit Network Study (2-6-2014); Fairfax Center Area Suburban Center Study (10-7-2013 Kick-Off Meeting, 1-7-2014 Braddock District Open House, 1-27-2014 Springfield/Sully Open House, 2-25-2014 Braddock Transition Area Working Group); Reston Master Plan (9-16-2014, 6-11-2014 and 11-13-2014 Phase 2 Residential Meeting); Tysons (12-4-2013 Phase 1); Lincolnia (3-16-2015 Kick-off meeting); Embark Richmond Highway (5-9-2016).
27	Can staff survey Fairfax Center Phase 1 working group members and those who submitted ideas, including chairman?	P Murphy/ N Hurley	Yes. This is underway. Initial conversations have resulted in a few similar findings from conversations had following the Phase I process. The main concerns have been the timing of the study, the expected outcome versus the actual outcome, and how visionary (or lack thereof) the recommendations for the area were. A lot of work was completed on the initial visioning sessions and reviewing land use proposals but few substantive changes to the Plan were adopted for the suburban neighborhood areas in Phase I. One question from one of the developers who proposed an amendment was whether a response about his proposal could have been discerned sooner? Another comment from a working group member was made about their role in the process and how cohesive and proactive the working groups should be in envisioning the future of the area and drafting Plan text. Finally, comments were received about whether the traditional models for planning studies should be used, or something more innovative should be used.

	Question or Comment	From	Response
28	Can we receive an updated timeline of amendments?	J Migliaccio	Yes. <u>See attached.</u>
29	Community should put forward recommendations about process.	T Sargeant	Yes. Additional commentary about the process can be received during community meetings. Commentary also can be received at any time through calling staff or sending comments through dpzfairfaxforward@fairfaxcounty.gov .
30	How many Board-authorized Plan amendments were authorized in activity centers?		Thirty-two amendments and studies have been authorized by the Board since the adoption of Fairfax Forward in July 2013. Three-quarters of the amendments were located within activity centers.
	<u>Addressing BOS authorizations</u>		
31	Department of Planning and Zoning should be kept in loop early, so not surprised by BOS authorization	Public comment	Yes. As part of the evaluation staff is recommending that pre-authorization meetings occur to help inform the authorization and improve coordination.
32	There is a need to look at countywide amendments.	T Sargeant	Yes. Fairfax Forward was designed to avoid losing sight of the importance of these types of amendment. APR did not accommodate these types of Plan amendments.
33	Could BOS authorizations be prioritized or scrutinized?	J Hart	Yes. As part of the evaluation, staff is recommending that an annual report be produced for the Planning Commission and the Board of Supervisors that provides an update on the work program and the timing of the studies. Further, when major studies are authorized outside of the work program, staff should provide the Board a response about the effect of the new study on the work program schedule.
34	Could a limit be placed on how many PAs are authorized per year?	J Hart	A limitation of the number of amendments per year would need to be a policy agreed upon by the Board of Supervisors. Staff agrees that Board-authorizations are at the discretion of the BOS.
	<u>Planning study processes</u>		
35	Can staff hold initial community charrettes for planning studies?	Public comment	As part of the land use process, initial kick-off meetings are planned to ensure that the community can contribute to the scope of work.
36	Can Task Force Chairs receive training?	J Ulfelder	Yes. Planners can work with the task force chair prior to the task force convening to ensure that the chair is familiar with the planning process and expectations for chairing the meetings.

Current Plan Amendment Review Schedule

Schedule depicts timelines for Plan amendments and studies, beginning in Year 2013. 2013-2016 timeline, indicated in blue, corresponds to Comprehensive Plan Amendment Work Program. Dashed lines represent amendments that have not started and timelines are estimated. Colors are used to separate different types of amendments, TBD = To be determined.

	2013	2014	2015	2016	2017	2018
PLAN AMENDMENT						
Authorized Prior to July 9, 2013						
Parks Amendment (Phase II & III) (12/6/2011)	TBD					
Giles Run- Lorton-Laurel Crest Road (12/6/2011)	TBD					
Heritage Resources (Annual, as needed)				●-----●		
McLean CBC - Ashby Apartments (1/29/2013)	<i>Recommended to be rescinded</i>					
Tysons Corner Urban Center (Phase I, II, III) (3/5/2013)	●-----●					
Authorized on July 9, 2013						
<u>Countywide/Policy Plan</u>						
Suburban Center Classification*	<i>Recommended to be rescinded</i>					
Tidal Shoreline Erosion Control	TBD			●-----●		
Public Facilities Plan Map amendment*				●-----●		
Public Schools*	TBD					
Countywide Transit Network Study	TBD					
Plan Map: RPC*			●-----●			
<u>Activity Centers</u>						
Tysons Corner Urban Center	<i>See above amendments initiated before 7/9/2013</i>					
Suburban Centers	<i>See above amendments initiated before 7/9/2013</i>					
Merrifield (incl. Dunn Loring TSA)			●-----●	●-----●		
Fairfax Center Area (Phase II)		●-----●	●-----●	●-----●		
Dulles Suburban Center	●-----●	●-----●	●-----●	●-----●		
Flint Hill		●-----●	●-----●			
Lorton South- Route 1				●-----●	●-----●	
Centreville				●-----●	●-----●	
<u>Transit Station Areas</u>						
Dunn Loring	<i>See above Merrifield Suburban Center</i>					
Huntington	<i>See below Embark amendment authorized 5/12/2015</i>					
Richmond Highway Corridor	<i>See below Embark amendment authorized 5/12/2015</i>					
<u>Neighborhood Planning</u>						
Lincolnia (Phase II)				●-----●	●-----●	
Pohick		●-----●	●-----●			
Lower Potomac				●-----●	●-----●	
Authorized post-July 9, 2013 (BOS authorization date noted in parenthesis.)						
Fairfax Town Center/Fairfax Center Land Unit J1 (6/17/2014)		●-----●	●-----●	●-----●		
Woodlawn CBC Subunits A1, A2, A3 (10/28/2014)	TBD (review with Embark)			●-----●		
Huntington TSA Land Units G, C and D (12/2/2014)		●-----●	●-----●	●-----●		
Graham Park Plaza, Loehmans Plaza (1/27/2015)			●-----●	●-----●		
Embark Richmond Highway (5/12/2015)			●-----●	●-----●	●-----●	
Fair Lakes, Land Unit G, H, I (6/23/2015)	TBD			●-----●		
Penn Daw Land Unit G (pt) (7/28/2015)			●-----●	●-----●		
Newington Road (7/28/2015)	TBD			●-----●		
Top Golf (10/20/2015)			●-----●	●-----●		
Huntington TSA, Land Unit I (10/20/2015)	TBD			●-----●		
Heritage Mall (1/12/2016)				●-----●		
Shirley Gate Road Extension (2/2/2016)				●-----●		
Fairfax Center, LU O (2/16/2016)				●-----●		
Urban Schools (3/1/2016)				●-----●		
North Hill Site (3/1/2016)				●-----●		
Langley Fork (5/5/2016)				●-----●		

* Follow-on to the 2012 Comprehensive Land Use Plan Map and Concept For Future Development updates

Proposed Fairfax Forward Schedule 2016-2020

May 18, 2016

June – September 2016

In coordination with district supervisors, offer and conduct presentations to district-level land use/civic groups, and receive public comment on:

- Fairfax Forward
- How community groups can get involved
- Work program submissions

Offer presentations online with opportunities to comment online.

Develop and implement Communications Management Plan with the assistance of the Office of Public Affairs and Commissioners Hedetneimi and Strandlie:

- Define who our audience is, and how to reach them
- Identify available tools to disseminate and receive information
 - o 2013 Communications Toolkit
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/amendments/fairfaxforward.pdf>
(Pages 41-72)
 - o One pagers/timelines
 - o Social media
 - o Videos (will take longer)
 - o District newsletters (coordinate with district supervisors)
 - o Press releases and print media
 - o County website
 - o Community surveys, paper and online
- Topics
 - o What is Comprehensive Planning?
 - o How does planning apply in Fairfax County?
 - o What role does the Comprehensive Plan play in zoning actions?
 - o How is the Plan created and updated?
 - o How does the community participate?

September 2016

Report back on public comment about Fairfax Forward process to the Planning Commission

Staff report addendum on Fairfax Forward process

Staff report, notification, and advertisement of 2017-2019 PA Work Program

October 2016

Decision only on the Fairfax Forward process

Public hearing and decision on the submissions and the 2017-2019 PA Work Program

December 2016

Board action item on Fairfax Forward process, submissions, and 2017-2019 PA Work Program

January 2017

Commence 2017-2019 PA Work Program, and continue public outreach

December 2017

Present annual progress report on the work program to the Planning Commission and Board of Supervisors

Proposed 2020 Fairfax Forward Work Program Schedule

October – December 2018

Prepare and promote 2020 Fairfax Forward Work Program submission window to the community, including offering visits to district-level land use/civic groups

January – February 2019

Open window for submissions for the 2020 work program
Continue promotion of submissions for the work program

March 2019

Verify accuracy of submissions
Notify subject property owners, Planning Commissioners, and Board of Supervisor members

April – May 2019

Staff conducts high-level review and drafts initial recommendations on submissions
Begin community notification of work program submissions
In coordination with district supervisors, offer presentations to district-level land use/civic groups, and receive public comment on:

- Fairfax Forward
- How community groups can get involved
- Work program submissions

Offer presentations online with opportunities to comment online.

June – July 2019

Conduct community presentations and receive feedback

August 2019

Finalize staff recommendations on submissions for 2020 Fairfax Forward PA Work Program

October 2019

Advertise Planning Commission public hearing on 2020 Fairfax Forward PA Work Program

November 2019

Planning Commission public hearing on submissions for 2020 Fairfax Forward PA Work Program

December 2019

Board of Supervisors action item on submissions and adoption of 2020 Fairfax Forward PA Work Program

January 2020

Commence 2020 PA Work Program, and continue public outreach

December 2020

Present annual progress report on the work program to the Planning Commission and Board of Supervisors